**SPIRE NURSERY AND INFANT SCHOOL**

**Person Specification**

**School Business Manager**

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|  | **Essential** | **Desirable** |
| **Qualification and Training** | * Certificate in School Business Management * GCSE Grade A-C in English and Mathematics or equivalent * IT skills – use of Microsoft word and Windows applications | * Diploma in School Business Management * Willingness to undertake further training * To hold a basic 1 day First Aid Certificate |
| **Experience** | * Successful leadership and management experience in a school. * Management of the process of recruitment and human resources and of financial management in a school. * Line management and managing change. | * Experience of school based systems - SAP finance, Integris or equivalent |
| **Knowledge and Skills** | * A clear and effective communicator, including being a listener and a learner. * Ability to write accurate, coherent and professional reports for a range of audiences including SLT and governors. * Full working knowledge of relevant policies/codes of practice/legislation. * Ability to self-evaluate learning needs and actively seek learning opportunities. * Excellent knowledge of Excel spreadsheets, Word, MIS and finance systems. * Knowledge of the importance of maintaining confidentiality at all times. * Knowledge of General Data Protection Regulation (GDPR) | * Experience of previous Data Protection Officer responsibilities |
| **Personal qualities**  **(All essential)** | * Commitment to promoting the ethos and values of the school. * Commitment to unwavering professionalism, acting with integrity, honesty, loyalty, kindness and fairness. * Ability to work under pressure and prioritise effectively. * Ability to build and maintain positive working relationships across the school community. * Commitment to maintaining confidentiality | |
| **Other**  **(All essential)** | * A commitment to safeguarding children and an awareness and understanding of child protection issues. * Understanding and engaging with Keeping Children Safe in Education principles and guidance. * An awareness, understanding and commitment to equal opportunities. * A commitment to involving parents, governors and the community in the work of the school. * Constructive handling of problems. * Willingness to undertake professional development | |